

2018 New Employee Orientation Agenda

8:30 a.m. to 4 p.m. EST (Central office)*

Indiana State Personnel Department (INSPD) – Division of Learning & Development



Work for Indiana
Onboarding

Orientation begins promptly at 8:30 a.m. - **please sign in upon arrival**

<u>TIME</u>	<u>ITEM</u>
8:30 a.m. – 8:50 a.m.	Orientation Overview
8:50 a.m. – 9:00 a.m.	Government Campus Emergency Procedures
9:00 a.m. – 9:35 a.m.	New Hire Paperwork/Required Online Training Overview
9:35 a.m. – 10:00 a.m.	Employee ID Badge Appointment
10:00 a.m. – 10:35 a.m.	Benefits Overview
10:35 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:30 a.m.	Benefits (continuation)
11:30 a.m. – 12:00 p.m.	Wellness Program Overview
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:15 p.m.	Workplace Harassment Prevention Training Standardized Policies & Performance Management
2:15 p.m. – 2:25 p.m.	Break
2:25 p.m. – 2:50 p.m.	College Choice 529
2:50 p.m. – 3:15 p.m.	Indiana Public Retirement (INPRS)
3:15 p.m. – 3:45 p.m.	Hoosier START (retirement plan option)
3:45 p.m. – 3:55 p.m.	Information & Records Management
3:55 p.m. – 4:00 p.m.	Closing/Questions

**Content and times are subject to change at the discretion of INSPD*



Indiana State
Personnel Department